GOVERNMENT OF MAURITIUS

SCHEME OF SERVICE SPECIFIED UNDER REGULATION 15 OF THE PUBLIC SERVICE COMMISSION REGULATIONS

Ministry: Social Integration and Economic Empowerment

Post: Monitoring and Evaluation Officer

Salary: Rs 25,525 x 775 – 32,500 x 925 – 37,125 x 1,225 – 40,800 x 1,525 – 49,950 x 1,625 – 56,450 (02 054 081)

Effective Date: 26 February 2019

Qualifications:

A. A degree in Finance or Economics or Statistics or Project Management from a recognised institution or an equivalent qualification acceptable to the Public Service Commission.

B. Candidates should –

(i) reckon at least two years’ post-qualification experience in monitoring and evaluation of projects and programmes;

(ii) possess effective communication and interpersonal skills;

(iii) be proactive; and

(iv) be computer literate.

Candidates should produce written evidence of experience/knowledge claimed.

Duties:

1. To provide technical support –

   (i) in the design, monitoring and evaluation of poverty alleviation programmes; and

   (ii) in designing, monitoring and reviewing the Ministry’s plans and monitor all project activities, expenditures and progress towards achieving project output.

2. To build capacity and support the Ministry regarding planning, monitoring and evaluation.

3. To assist in developing tools and terms of reference for baseline surveys/evaluation of development programmes/projects and/or any research to be undertaken by the Ministry.

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D. Gowry (Mrs)
for Secretary for Public Service

26 February 2019
Date...........................................
4. To supervise the baseline survey/evaluation exercises.

5. To provide information and statistics to the Coordinator for the preparation of progress reports.

6. To organise and conduct training on monitoring and evaluation for the technical staff.

7. To follow-up on a timely basis, the progress of outputs versus plans.

8. To set up a functional monitoring and evaluation system with a view to ensuring the effectiveness of the Ministry’s programmes and projects.

9. To coordinate a process of compiling evidence of good practices through proper assessment and documentation of better practices.

10. To use ICT in the performance of his duties.

11. To perform such other duties directly related to the main duties listed above or related to the delivery of the output and results expected from the Monitoring and Evaluation Officer in the roles ascribed to him.